



DHS

Upload a Motion to Reopen, Reinstate or Reconsider (MTR) Initiation Document


1

Click **View eROPs and Upload Supporting Documents**; enter the A-Number; and click **Search** to find the eROP for the applicable case.

2

Cases that have appeals and MTRs are displayed as a subsection to the eROP in the Alien eROPs section. A triangle appears to the left of the “Select” field.

Click the **Triangle** button to display the appeal section, and then click the **Upload** button for the appropriate appeal.

 Upload Document

3

A pop-up window opens. Select **File a Motion to Reopen, Reinstate or Reconsider at BIA**.

4

Select the **Document Category** and then the **Document Subcategory**.

5

Click the **Browse** button. Select a file to upload. NOTE: Documents must be 25MB or less (Format-PDF, JPG, or JPEG only.) Click the **Upload** button.

6

If the file contains a virus, a message appears indicating a different file must be uploaded. Otherwise, an upload success message appears and the document awaits EOIR review.

7


After EOIR review, document status is updated and available by clicking **View My Uploads**.

View and Download Electronic Records of Proceedings (eROPs)*

2


Click the **View Document** button to view the desired document.

NOTE: Documents appear on the eROP only after they have been accepted by EOIR.

 View Document

3

Click the **Download** button. It turns gray as the request is processed. When the eROP is ready, the **Download** button turns green. The file is available for 24 hours.

 Request Download  Request in Process  Download Available

4

Click the green **Download** button to download the eROP. Save the file to the desired location, and open the eROP file.

1

On the **View eROPs and Upload Supporting Documents** screen, click **Select** to view the list of eROP documents.

* DHS ICE OPLA users will have the ability to request a downloaded copy of an eROP in the individual case details in the DHS Portal.



DHS

Upload Supporting Documents for a Motion to Reopen, Reinstate or Reconsider (MTR)

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
DHS Portal

Attention: The latest information on court closures, filing information, and standing o... (Read more)

View eROPs and Upload Supporting Documents

Enter an Alien Number to search for existing eROPs. Please add a leading zero to the front of an 8-digit A-Number (e.g., 012-345-678 or 012345678).

For an existing eROP, you can view existing documents, download individual documents, download the entire eROP, and upload supporting documents.

Alien Number: [Search By Alien Number] [Search]

Actions: [Select] [Upload] [Download] [View]

Actions	Alien Number	Alien Name	Initiation Date	eROP ID	eROP Type	Case Type	Base City	Case Status
[Select] [Upload] [Download] [View]	[Redacted]	[Redacted]	08/10/2020	[Redacted]	MotR	RMV	ATL	Pending
[Select] [Upload] [Download] [View]	[Redacted]	[Redacted]	08/14/2020	[Redacted]	Interlocutory Appeal	ATL		
[Select] [Upload] [Download] [View]	[Redacted]	[Redacted]	08/14/2020	[Redacted]	Interlocutory Appeal	ATL		
[Select] [Upload] [Download] [View]	[Redacted]	[Redacted]	08/25/2020	[Redacted]	Case Appeal	ATL		

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2

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Click the **Triangle** button to display the appeal section, and then click the **Upload** button for the appropriate appeal.

Upload Document

Upload documents to the following BIA case

View BIA Document Types

☒ File Document at BIA ☐ File a Motion to Reopen, Reinstate or Reconsider at BIA

Alien Number: [Redacted] BIA Case Type: Interlocutory Appeal Appeal/MTR Filed on Date: 08/14/2020

Enter Appeal Document Details

*Document Category: Motions (Case Is Pending before BIA)

*Document Subcategory: Supplemental Motion

*File Name: [Browse...] Supporting.pdf

Cancel Upload

3

A pop-up window opens. Select **File Document at BIA**. Select the **Document Category** and then the **Document Subcategory**.

4

Click the **Browse** button. Select a file to upload.

NOTE: Documents must be 25MB or less (Format – PDF, JPG, or JPEG only)

5

Click the **Upload** button to submit the file.

View My Uploads

The following table lists documents that have been uploaded. Search through the documents by entering an A-Number and/or making a selection from the Document Status drop-down list. Please add a leading zero to the front of an 8-digit A-Number (e.g., 012-345-678 or 012345678).

Search Form: [Enter Alien Number] [Select Document Status] [Search] [Clear Search]

Alien Number	Initiation Date	Document Filed For	File Name	Document Type	Filed Date	Filed By	Document Status
[Redacted]	11/04/2020	MotR	Test Initiation Document 3 pages.pdf	I-862 Notice to Appear	12/15/2020	Court	Accepted
[Redacted]	12/04/2020	Bond	Bond Supporting Document.pdf	Motion for Administrative Closure	12/15/2020	Court	Accepted
[Redacted]	12/10/2020	Bond	Bond Supporting Document.pdf	Other Application	12/10/2020	Court	Rejected
[Redacted]	12/10/2020	Bond	Bond Supporting Document.pdf	Other Application	12/10/2020	Court	Rejected
[Redacted]	12/10/2020	Bond	Bond Supporting Document.pdf	EOIR 402-A, Application for Cancellation of Removal for Certain Permanent Residents	12/10/2020	Court	Accepted
[Redacted]	12/10/2020	MotR Appeal	Motion/Supplemental Filing.pdf	Motion to Reconsider	12/10/2020	BIA	Uploaded
[Redacted]	12/10/2020	MotR Appeal	Motion/Supplemental Filing.pdf	Motion to Reinstate	12/10/2020	BIA	Uploaded
[Redacted]	08/14/2020	MotR Appeal	Supporting.pdf	Supplemental Motion	12/10/2020	BIA	Uploaded
[Redacted]	12/10/2020	MotR	I-862_MTR.pdf_T01_701000005.pdf	I-862 Notice to Appear	12/14/2020	Court	Accepted
[Redacted]	12/10/2020	MotR	I-862_MTR.pdf_T01_201000005.pdf	I-862 Notice to Appear	12/14/2020	Court	Accepted

6

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7

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View and Download Electronic Records of Proceedings (eROPs)*

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
DHS Portal

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View eROPs and Upload Supporting Documents

Enter an Alien Number to search for existing eROPs. Please add a leading zero to the front of an 8-digit A-Number (e.g., 012-345-678 or 012345678).

For an existing eROP, you can view existing documents, download individual documents, download the entire eROP, and upload supporting documents.

Alien Number: [Search By Alien Number] [Search]

Actions: [Select] [Upload] [Download] [View]

Actions	Alien Number	Alien Name	Initiation Date	eROP ID
[Select] [Upload] [Download] [View]	[Redacted]	[Redacted]	08/07/2020	[Redacted]

2

Click the **View Document** button to view the desired document.

NOTE: Documents appear on the eROP only after they have been accepted by EOIR.

View Document

3

Click the **Download** button. It turns gray as the request is processed. When the eROP is ready, the **Download** button turns green. The file is available for 24 hours.

Request Download Request in Process Download Available

4

Click the green **Download** button to download the eROP. Save the file to the desired location, and open the eROP file.

On the **View eROPs and Upload Supporting Documents** screen, click **Select** to view the list of eROP documents.

Upload Supporting Documents to a Lead with Riders

In consolidated cases involving family members, one family member is designated “Lead” while the others are designated “Riders.”

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
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Alien Number: [Search By Alien Number] [Search]

Actions: [Select] [Upload] [Download] [View]

Actions	Alien Number	Alien Name	Initiation Date	eROP ID	eROP Type	Case Type	Base City	Case Status
[Select] [Upload] [Download] [View]	[Redacted]	[Redacted]	10/23/2020	[Redacted]	Bond	REC	ATL	Pending
[Select] [Upload] [Download] [View]	[Redacted]	[Redacted]	10/28/2020	[Redacted]	Bond Appeal	ATL		

1

Click **View eROPs and Upload Supporting Documents**; enter the A-Number; and click **Search**.

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Click the **Triangle** button to display the appeal section, and then click the **Upload** button for the appropriate appeal.

Upload Document

Upload documents to the following BIA case

View BIA Document Types

☒ File Document at BIA ☐ File a Motion to Reopen, Reinstate or Reconsider at BIA

Alien Number: [Redacted] BIA Case Type: Bond Appeal Appeal/MTR Filed on Date: 10/28/2020

Riders Found for this A Number

The document will be associated to the selected riders.

☒ Select All Riders

Select	A Number	Initiating Date	Appeal Filed Date	Case Type
<input checked="" type="checkbox"/>	[Redacted]	10/24/2020	10/25/2020	Bond Appeal
<input checked="" type="checkbox"/>	[Redacted]	10/25/2020	10/27/2020	Bond Appeal

Enter Appeal Document Details

*Document Category: Legal Brief

*Document Subcategory: Supplemental Brief (BIA Requested)

*File Name: [Browse...] Supporting.pdf

Cancel Upload

3

A pop-up window opens with all the riders associated with the A-Number. All riders will be selected by default. Select **File Document at BIA**.

4

Select the **Document Category** and then the **Document Subcategory**. Click the **Browse** button. Select a file to upload.

NOTE: Documents must be 25MB or less (Format-PDF, JPG, or JPEG only)

5

Click the **Upload** button. The document will be sent to the eROP of the lead and the eROP for each selected rider.

6

If the file contains a virus, a message appears indicating a different file must be uploaded. Otherwise, an upload success message appears and the documents awaits EOIR review.

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[Redacted]	12/04/2020	Bond	Bond Supporting Document.pdf	Motion for Administrative Closure	12/15/2020	Court	Accepted
[Redacted]	12/10/2020	Bond	Bond Supporting Document.pdf	Other Application	12/10/2020	Court	Rejected
[Redacted]	12/10/2020	Bond	Bond Supporting Document.pdf	Other Application	12/10/2020	Court	Rejected
[Redacted]	12/10/2020	Bond	Bond Supporting Document.pdf	EOIR 402-A, Application for Cancellation of Removal for Certain Permanent Residents	12/10/2020	Court	Accepted
[Redacted]	12/10/2020	MotR Appeal	Motion/Supplemental Filing.pdf	Motion to Reconsider	12/10/2020	BIA	Uploaded
[Redacted]	12/10/2020	MotR Appeal	Motion/Supplemental Filing.pdf	Motion to Reinstate	12/10/2020	BIA	Uploaded
[Redacted]	08/14/2020	MotR Appeal	Supporting.pdf	Supplemental Motion	12/10/2020	BIA	Uploaded
[Redacted]	12/10/2020	MotR	I-862_MTR.pdf_T01_701000005.pdf	I-862 Notice to Appear	12/14/2020	Court	Accepted
[Redacted]	12/10/2020	MotR	I-862_MTR.pdf_T01_201000005.pdf	I-862 Notice to Appear	12/14/2020	Court	Accepted